

REGULAR SESSION NOVEMBER 7, 2016

This day the Board of Morrow County Commissioners met in their office at 80 North Walnut St., Ste. A, Mt. Gilead, Ohio with the following members present: Mr. Whiston, Mr. Miller and Mr. Leader.

Public in attendance: John Harsch (EMA) and Shane Farnsworth (Development Office).

The meeting was opened with prayer and pledge of allegiance to the flag, and then called to order by Mr. Miller, who then proceeded with the business at hand. The following matters came before the Board for their consideration and approval.

**IN THE MATTER OF
APPROVAL OF THE MINUTES
OF REGULAR SESSION OF NOVEMBER 2, 2016: 16-R-708**

Mr. Leader made a motion to approve the minutes of regular session of November 2, 2016, as recorded in the Commissioners Journal # 46.

Mr. Whiston duly seconded this motion

Roll Call Vote: ..,Mr. Leader..., “yea” ..,Mr. Whiston..., “yea” .., Mr. Miller.., “yea”

**IN THE MATTER OF
PAY-INS: 16-R-709**

The following pay-ins were made to Patricia K. Davies, Morrow County Auditor:

Pay-in # 4881 Payment from Chesterville residents for sewer debt reserve portion 159-159-20100 \$16.80

Pay-in # 4882 Chesterville sewer maintenance and operations portion 159-159-40100 \$43.20

Pay-in # 4883 Chesterville sewer debt retirement portion 159-159-50100 \$55.20

Pay-in # 4884 Chesterville sewer asset management portion 159-159-50200 \$4.80

Pay-in # 4885 Payment from Ketterman residents for sewer maintenance and operations 121-121-40100 \$13.54

Pay-in # 4886 Ketterman – City of Galion portion 121-121-40300 \$42.30

Pay-in # 4887 Payment from Johnsville residents for sewer debt reserve portion 100-101-20100 \$46.00

Pay-in # 4888 Johnsville sewer maintenance and operations portion 100-101-40100 \$199.50

Pay-in # 4889 Johnsville sewer debt retirement portion 100-101-50100 \$132.50

Pay-in # 4905 Payment from Chesterville residents for sewer debt reserve portion 159-159-20100 \$8.40

Pay-in # 4906 Chesterville sewer maintenance and operations portion 159-159-40100 \$21.60

Pay-in # 4907 Chesterville sewer debt retirement portion 159-159-50100 \$27.60

Pay-in # 4908 Chesterville sewer asset management portion 159-159-50200 \$2.40

Pay-in # 4921 Payment from Wenmor user monthly user fees 095-215-30200 \$28.65

Pay-in # 4922 Wenmor user monthly debt service fee 095-215-30300 \$343.80

Pay-in # 4923 Wenmor user operations and maintenance fees 095-215-50100 \$200.55

Pay-in # 4924 Payment from Ketterman residents for sewer maintenance and operations 121-121-40100 \$54.16

Pay-in # 4925 Ketterman – City of Galion portion 121-121-40300 \$169.20

Pay-in # 4926 Payment from Johnsville residents for sewer debt reserve portion 100-101-20100 \$58.76

Pay-in # 4927 Johnsville sewer maintenance and operations portion 100-101-40100 \$254.94

Pay-in # 4928 Johnsville sewer debt retirement portion 100-101-50100 \$169.30

Pay-in # 4929 Payment from Chesterville residents for sewer debt reserve portion 159-159-20100 \$58.80

Pay-in # 4930 Chesterville sewer maintenance and operations portion 159-159-40100 151.20

Pay-in # 4931 Chesterville sewer debt retirement portion 159-159-50100 \$193.20

Pay-in # 4932 Chesterville sewer asset management portion 159-159-50200 \$16.80

**IN THE MATTER OF
SATISFACTION OF MORTGAGE – POLING: 16-R-710**

Mr. Leader moved the adoption of the following resolution:

SATISFACTION OF MORTGAGE

This is to Certify, that the conditions of a certain mortgage bearing date of June 16, 2010, given to THE BOARD OF MORROW COUNTY COMMISSIONERS, OHIO, by Kimberly K. Poling,

(unmarried) residing at 1770 County Road 59, Caledonia, in the Township of Canaan, County of Morrow, to secure the payment of \$5,485.00 and recorded in Volume 721 Page 728-732 Morrow County Records, have been fully complied with, and the same is hereby satisfied and discharged.

Signed this 7th day of November 2016

Board of Morrow County Commissioners

s/ Tom E. Whiston, Commissioner

s/ Dennis Leader, Commissioner

s/ Richard J. Miller, Commissioner

Mr. Miller duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., “yea” ..,Mr. Whiston..., “yea” .., Mr. Miller.., “yea”

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES –
KETTERMAN FUND 121: 16-A-102**

Mr. Leader made a motion to appropriate from the unappropriated certified monies to the following account:

121-121-01099	Salaries	\$1,000.00
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Mr. Whiston duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., “yea” ..,Mr. Whiston..., “yea” .., Mr. Miller.., “yea”

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – WATER/SEWER
ADMINISTRATION FUND 450: 16-A-103**

Mr. Leader made a motion to appropriate from the unappropriated certified monies to the following account:

450-450-01099	Salaries	\$560.00
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Mr. Miller duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., “yea” ..,Mr. Whiston..., “yea” .., Mr. Miller.., “yea”

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES –
DEVELOPMENT FUND 142: 16-A-104**

At the request of Shane Farnsworth, Development Director, a motion was made by Mr. Leader to appropriate from the unappropriated certified monies to the following account:

142-080-26025	ED RLF Projects	\$37,027.33
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Mr. Miller duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., “yea” ..,Mr. Whiston..., “yea” .., Mr. Miller.., “yea”

**IN THE MATTER OF
APPROVAL OF ZONING CLERK JOB DESCRIPTION FOR THE MORROW COUNTY
ZONING OFFICE: 16-R-711**

Mr. Miller made a motion to approve the following job description for a Zoning Clerk for the Morrow County Zoning Office:

JOB DESCRIPTION

Approved: November 7, 2016

- 1. Maintains knowledge of computer hardware and software programs, which may include Microsoft Office programs, Internet applications and accounting practices.**
- 2. Abide by the County Personnel Manual and observe other department policies and other inter-office procedures.**
 - a. Ensure proper treatment of any revenues received with applications or otherwise.**
 - b. Provide positive and prompt customer service to visitors, phone calls and emails.**
 - c. Establish and maintain effective working relationships with government officials, other departments, employees, the general public and board members.**

- d. Provide director assistance to the Clerk of the County Commissioners and Development Director:
- a. Other tasks as assigned.

Qualifications/Skills

Associates Degree or post-secondary training preferred. Bachelor's Experience in a professional office setting or local government, community development, social services or other related fields a plus. Valid Ohio Driver's License; Notary commission recommended but not required. Specific job skills knowledge of:

- Typing, data entry, word processing, and computer operations;
- Budget, budget preparation, bookkeeping, and basic accounting principles;
- Professional office practices and procedures;
- Organizational and filing practices;
- Understanding of governmental policies and procedures;
- Positive can do approach to customer service;
- Research methods and procedures;
- Methods and techniques to increase business and community involvement.

The following General Skills are required:

- Oral communication and interpersonal skills to communicate with the general public;
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems;
- Ability to carry out detailed written and oral instructions;
- Ability to compile agendas, staff reports and meeting minutes;
- Proofread technical materials and recognize errors;
- Ability to respond to routine inquiries from public;
- Communicate effectively;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently or in a team environment as needed;
- Ability to attend to details while keeping big-picture goals in mind;
- Must be able to work independently with limited supervision and in a team environment;
- Ability to maintain effective working relationships with other staff and the general public.

Equipment: personal computer, typewriter, copier, fax machine, binding machine, mail machine and calculator. (examples only and are not intended to be all inclusive)

Note: This position description in no manner states or implies that these are the only duties and responsibilities to be performed.

Mr. Leader duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., "yea" ..,Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

**IN THE MATTER OF
APPROVAL FOR THE MORROW COUNTY DEVELOPMENT OFFICE TO ADVERTISE
FOR PART TIME ZONING CLERICAL POSITION: 16-R-712**

WHEREAS, Shane Farnsworth, Morrow County Development Director, has requested approval to advertise for a part time Zoning Clerical position. The position will be paid \$11.00 per hour from Zoning Fund 151, will maintain part-time status, under 30 hours and will not eligible for benefits.

THEREFORE, Mr. Leader made a motion to approve the Morrow County Development Office to advertise for a part time zoning clerical position as stated above.

Mr. Miller duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., "yea" ..,Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

**IN THE MATTER OF
TRANSFER OF FUNDS – DEBT RETIREMENT COMMUNITY SERVICE
BUILDING: 16-T-141**

Mr. Miller made a motion to approve the following transfer of funds:

From 001-017-54321 Debt Retirement Transfer In/Out to 172-172-54321 Community Service Building Fund Transfer In/Out in the amount of \$150,000.00

Mr. Whiston duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., “yea” ..,Mr. Whiston..., “yea” .., Mr. Miller.., “yea”

**IN THE MATTER OF
TRANSFER OF FUNDS – DEBT RETIREMENT COURTHOUSE RENOVATION: 16-T-142**

Mr. Whiston made a motion to approve the following transfer of funds:

From 001-017-54321 Debt Retirement Transfer In/Out to 178-178-54321 Courthouse Renovation Fund Transfer In/Out in the amount of \$208,000.00

Mr. Miller duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., “yea” ..,Mr. Whiston..., “yea” .., Mr. Miller.., “yea”

**IN THE MATTER OF
TRANSFER OF FUNDS – DISASTER SERVICES FUND 12 (EMERGENCY
MANAGEMENT): 16-T-143**

At the request of John Harsch, EMA Director a motion was made by Mr. Leader to approve the following transfer of funds:

From 012-055-33001 Equipment to 012-055-29407 Insurance in the amount of \$4,000.00

Mr. Miller duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., “yea” ..,Mr. Whiston..., “yea” .., Mr. Miller.., “yea”

There being no further matters to bring before the board, a motion to adjourn was made by Mr. Miller and duly seconded by Mr. Leader.

Roll Call Vote: ..,Mr. Leader..., ..,Mr. Whiston..., .., Mr. Miller..,

**IN THE MATTER OF
APPROVAL TO RECONVENE SESSION: 16-R-713**

Mr. Miller made a motion to reconvene session at 1:10 p.m.

Mr. Whiston duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., “yea” ..,Mr. Whiston..., “yea” .., Mr. Miller.., “yea”

**IN THE MATTER OF
APPROVAL TO ENTER INTO EXECUTIVE SESSION: 16-R-714**

Mr. Miller made a motion to enter into Executive Session to discuss contract negotiations with the Sheriff Office staff and legal advisor.

Mr. Leader duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., “yea” ..,Mr. Whiston..., “yea” .., Mr. Miller.., “yea”

**IN THE MATTER OF
APPROVAL TO RETURN TO REGULAR SESSION: 16-R-715**

_____ made a motion to return to regular session at _____

_____ duly seconded this motion.

Roll Call Vote: ..,Mr. Leader..., ..,Mr. Whiston..., .., Mr. Miller..,

There being no further matters to bring before the board, a motion to adjourn was made by _____ and duly seconded by _____.

Roll Call Vote: ..,Mr. Leader..., ..,Mr. Whiston..., .., Mr. Miller..,

We hereby certify the foregoing to be true and correct.

CHAIRMAN

CLERK

ASSISTANT CLERK

MORROW COUNTY COMMISSIONERS